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United Way of Northeast Florida

Position Description

**Position Title:** **Administrative Assistant, Corporate Engagement**

**Department: Resource Development/Corporate Engagement**

**Reports to: Director of Corporate Engagement**

**Reviewed: October 2019 FLSA Status: Non-Exempt**

***Vision and Mission*:**

At United Way of Northeast Florida, we envision a community of opportunity where everyone has hope and can reach their full potential. Our mission is to solve our community’s toughest challenges by connecting people, resources and ideas**.**

Diversity, Equity and Inclusion is not only valued and demonstrated in our hiring practices, it is a fundamental to mission, our organization and the communities we serve.

## *Purpose of Position*:

The Administrative Assistant – Corporate Engagement provides advanced administrative support for the Director of Corporate Engagement and the Corporate Engagement team.This position directly assists multiple team members through functions such as administrative tasks, database management, online campaign set-up, complex mailings, detailed donor reporting, donor relations, and event assistance. This position also works in conjunction with Vice President of Corporate Engagement’s administrative assistant to support the team as needed.

***Key Responsibilities and Essential Functions***:

**Support:**

* Draft and proofread emails, letters, word documents, excel spreadsheets, and PowerPoints
* Process outgoing correspondence, including mass mailing items and any additional communications and marketing materials
* Provide support to volunteer committees by preparing agendas, assembling key documents, PowerPoints and tracking RSVPs. Take/transcribe minutes in a timely manner, organize and prepare refreshments, provide day-of-support.
* Assist with correspondence to volunteers and Resource Development Council members, and other duties as necessary.
* Manage the department’s inventory of materials needed to promote various programs, ensuring that materials (including stationery) are ordered and on hand well in advance of mailing deadlines
* Provide support to the Director of Corporate Engagement and Corporate Engagement team. Send meeting notices, assist with calendar and manage RSVPs.
* Support assigned team members in daily activities - managing calendar, answering phone, filing, recording and delivering accurate messages, preparing materials needed for appointments, preparing materials requisitions and check requests, maintaining files, and other basic administrative functions
* Track the Corporate Engagement Budgets, including preparing all check requests, processing invoices and tracking two budgets on a monthly basis. Prepare miscellaneous expense reimbursement requests, obtain necessary signatures and submit to the appropriate department
* Develop and maintain positive relations with all staff, departments, agency representatives, and volunteers. Serve in a highly collaborative and supportive role to accomplish key projects
* Ensure donors are acknowledged and thanked in a meaningful way
* Positively and proactively assume responsibility for other varied tasks and projects as assigned

**Database Management and Reporting:**

* Support Director of Corporate Engagement in the management of online giving campaigns (i.e. Eway, SPC) which could include running interim and final reports, database entry, loading employee files, answering donor questions, etc.
* Compile ongoing campaign-wide dashboard and reports. Review reports for accuracy and completeness working to resolve any questions or errors
* Submit new account, account duplication and other change and adjustment forms as needed. Ensure the accuracy of shared information, correspondence, internal databases and disseminated materials for all supported programs
* Provide administrative support in preparing data-oriented projects such as goal-setting, projections and annual DBII report to United Way Worldwide
* Maintain departmental records to include filing paper documents and managing computer based information, donor management (i.e. Stratus Live, Microsoft Office)
* Ensure the accuracy of shared information, correspondence, internal databases, and disseminated materials for all supported programs
* Assist in the research for prospective donors, identifying targeted individuals and maintaining updated prospective donor database; provide analytical data and reports for donor retention and customer relationships

**Event Assistance:**

* Provide primary administrative support for all Corporate Engagement events and meetings
* Event planning and day of the event logistics may include developing invitation lists, maintaining budget, processing invitations, tracking RSVPs, managing the registration process, tracking attendance, assuming responsibility for data entry, analysis and reports. May also include helping with nametags, decorations, food, materials, speaker and sponsorship coordination
* Proactively assist with coordination and management of other special events, meetings, and activities as needed

***Position Requirements:***

* Undergraduate degree or 5 years clerical support experience in a fast-paced environment.
* Extensive experience with Microsoft Office Suite applications
* Demonstrated ability to communicate orally, in writing and through interpersonal skills
* Ability to work independently, selecting and applying appropriate reference materials
* Above average ability to navigate the internet for research purposes
* Demonstrated organizational and time management skills with the ability to prioritize tasks and responsibilities and meet critical deadlines
* Demonstrated ability to take the initiative and effectively manage multiple projects from inception to completion
* Demonstrated problem solving skills
* Ability to learn department specific information and provide input
* Proficiency in database applications; experience with fundraising database systems preferred
* Ability to maintain confidential information
* Ability to work nights and weekends for events

***Professional Core Competencies Required***:

* Mission Focused: Creates real social change that leads to better lives and healthier communities. This drives performance and professional motivations.
* Relationship Oriented: Places people before process and is astute in cultivating and managing relationships toward a common goal.
* Collaborator (Includes teamwork and communication): Understands the roles and contributions of all sectors of the community and can mobilize resources (financial & human) through meaningful engagement. Strong supporter of a team environment.
* Results Driven: Dedicates efforts to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
* Brand Steward: Understands role in growing and protecting the reputation and results of the greater network.

***General Physical Requirements for Essential Functions of the Job:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, talk, and/or hear; the job may require moving of up to 20 lbs. of weight.

Continual use of the hands with wrist and finger movement using a keyboard is required*.* Specific vision abilities required by this job include long hours viewing a computer monitor screen. The employee may occasionally travel using personal vehicle and/or work outside normal office environment.

*This description is not designed to contain a comprehensive inventory of all responsibilities and qualifications required of all team members assigned to this position. It is intended only to describe the key elements relative to each section. Also, duties and/or requirements of this position may be modified, added or deleted at any time. This supersedes all descriptions previously written for the same position. Unique equivalent skills and experience may possibly substitute for required position requirements.*

*United Way of Northeast Florida is an Equal Opportunity Employer and a Drug Free Work Environment.*